

## **Va. Administrative Dispute Resolution Council**

### **Minutes**

December 10, 2002 Meeting

Richmond, Virginia

**Present:** Sandra D. Bowen, Chairman; Sheryl D. Bailey, Deputy Secretary of Administration; Nupa Agarwal; Patricia W. Bauguss; Alfred G. Bridger, Jr.; Janice Buie; Keith R. Bushey; Joseph Damico; Raymond E. Davis; Claudia T. Farr; Kathy Fischer; James W. Fisher; John M. Gazzola; Charles R. Gray; Kelley L. Hellams; Guy W. Horsley, Jr.; Gail D. Jaspen; John P. Kirby; Steven Marzolf; Carol A. Mitchell; Barbara K. Newlin; William E. Price; Paul Prissel; Mark Rubin; John Settle; Ernest G. Spratley; Brenda F. Weiss

Sandra Bowen, Chairman, called the meeting to order at approximately 10:30 a.m. Preliminary work plans from each of the three committees were presented as follows:

- Training & Education  
John Settle and Barbara Newlin, Co-Chairs
- Data Collection & Analysis  
Bill Price and Patti Bauguss, Co-Chairs
- Agency Implementation  
Gail Jaspen and Carol Mitchell, Co-Chairs

Council members discussed the plans and related timing and coordination issues. The consensus among the group was that due to the upcoming General Assembly session, the next full Council meeting could not be scheduled until early March, 2003. Likewise, the Secretary indicated that early March 2003 would be a good time to hold Cabinet briefings, but probably not before then. It was determined that in the interim, the Council would send a communication to state agency heads and dispute resolution coordinators (DRC's) this December with (i) an update on progress to date, (ii) an expected timetable for the roll-out of training and guidance on developing policies and procedures, and (iii) a brief questionnaire as to any specific training, data or implementation needs they may be able to identify for their agency and/or all agencies as a whole. The Committees could then consider and address the identified needs in their workplans.

The need for communication and coordination between the Committees was discussed. It was agreed that the Committee co-chairs and staff would schedule a meeting this December for that purpose. There was a suggestion for a facilitated "visioning" and goal-setting exercise for the entire Council as soon as possible. The consensus was that if needed to implement the Act, the first realistic opportunity for a facilitated Council session would be in early March 2003.

The meeting adjourned at noon.